

# San Juan School District



One-Time Performance-based  
Compensation Program  
June 30, 2008

## **San Juan School District**

### **One-Time Performance-based Compensation Plan**

The San Juan School District recognizes that quality teaching should be matched with quality compensation, and that providing incentive for higher performance will lead to greater student achievement and school success. Therefore in accordance with Utah Code Section 53A-17a-148 and State Rule R277-113 which outlines the One-time Performance-based Compensation Program, the San Juan School District desires to participate in this program and provides the following plan.

**Elements of the District's Performance Compensation Plan:** The district plan incorporates two key elements which are (1) educator performance and impact on student learning gains and (2) classified employee performance and impact in supporting educators and student learning. All educators and classified employees who have a direct impact on or contribute to student learning will be eligible to receive these awards. The amount for each area is

1. Educator Performance: \$1500.00
2. Classified Support: \$300.00

The amounts for these awards were determined by the \$36.33 per pupil allocated to districts, our enrollment, and the number of educators and classified employees. Our October 1, 2007, enrollment of 2844 times the \$36.33 per pupil amount will provide approximately \$103,322.52 to the San Juan School District. In our plan, the district allocates 80% to educators and 20% to classified staff. Our goal is to see approximately 25% of our educators and 25% of our classified staff earn a cash award. In applying these goals, we were able to determine the amounts listed above (please see enclosure 4, District Formula).

**Scope:** All licensed educators, including administrators, are eligible for this program. The scope of this program for educators is focused on high performance teaching with demonstrated results. For administrators, the scope of this program is supervising high performance teaching and meeting school or district educational goals. The three elements of this program include:

1. Impact on student learning gains.
2. Excellence in teaching practice.
3. Parent satisfaction.

The scope of this program for classified staff is focused on educational support to teachers as they focus on their three critical elements. Classified staff will be nominated for awards by educators and administrators based on exceptional performance "beyond the call of duty" in supporting educational goals.

**Participation Criteria:** For educators, participation is voluntary. Educators will be informed of the program by August 11 through a letter, email, and the principals. Those educators who choose to participate will be required to develop a plan as outlined in the following paragraph. Full time educators will be eligible for a full portion of the benefit. Part time educators will be eligible for a percentage of the benefit based on their percentage of employment. For classified staff, participation is based on the quality of support to educators and in meeting educational objectives. Classified staff may be nominated by teachers and supervisors who find the classified staff member's support and work exceptional. Classified staff will be notified by building principals

and supervisors of the program, and they will be encouraged to look for ways to support educators in meeting educational goals.

**Performance Objectives and Standards for Educators:** The following three paragraphs outline the standards that an educator must meet in order to qualify for this performance based compensation. Additionally Enclosure 2 (Educator Proposal) provides the form to be used in submitting the plan.

- 1. Impact on Student Learning Gains:** Each educator who agrees to participate in the One-time Performance-based Compensation Program will be required to develop a plan that outlines how he or she will improve student gains. As part of the plan the educator must address three questions. These questions are:
  - a. How will I improve student learning gains? In addressing this, the educator will outline what they will do to help the student improve or increase gains academically.
  - b. How will I teach this and what instruments will be used to measure student gains? The second question asks the educator to provide a detailed plan which includes what is going to be taught; how it will be taught; and the instruments that will be used to assess student gains and achievement. Possible instruments include State core test, UBSCT, SDRT, Lexile, and Dibbles. Student gains must be 5% or higher to be considered as meeting the standard for this award. The plan must explain the direct correlation between the activity and potential gain.
  - c. What best practices will I use to increase students achievement? This will be verified by using principal and district staff observations.
- 2. Excellence in Teaching Practice:** The San Juan School District Professional Excellence Program will provide the instruments to evaluate excellence in teaching practices. All teachers who desire to participate in the program will be required to have one formal evaluation. The observation instrument will evaluate best practices that the educator determined in paragraph 1a3 above.
- 3. Parent Satisfaction:** Parent involvement in the education of their children is critical for academic success. The positive interaction of parents and teachers is an important measure of success. Two possible measures of success that teachers will use in their plans are the number of parent teacher contacts during the year and a parent satisfaction survey. Parental surveys can be found in the San Juan School District Professional Excellence Program under additional lines of evidence. Teachers can also provide additional evidence of parent satisfaction to demonstrate this objective.

**Performance Objectives and Standards for Classified Staff:** All classified staff are eligible for a cash award of up to \$300 for assisting and providing exceptional support “beyond the call of duty” in meeting teacher, school, or district educational goals. Principals and supervisors may nominate a classified employee for an award by submitting a letter to the district approval committee. This letter must include the exceptional support provided to students, educators, and educational goals. If a nomination is approved, the classified employee will receive his or her cash award within 30 days of approval.

**Responsibilities:** The responsibilities required to meet this plan are

1. The district will organize an approval committee that include educator, classified, school, parent, and administrator representatives to review and approve educator plans. This committee will also approve all cash awards. The committee will serve under the direction of the Human Resources Director and will meet as needed to meet the objectives of this plan.
2. Principals and supervisors will be informed of this plan and will be responsible for coordinating plan requirements within schools and departments. They will also be responsible for assisting teachers in developing their plans; conducting teacher evaluations in accordance with the district's professional excellent program; and nominating classified staff for exceptional performance cash awards as outlined in this plan.
3. Educators will be responsible for developing a plan and fulfilling the critical elements of their plan. Failure to complete the plan or meet any objectives will result in no cash awards being given. Educators will also have responsibility for nominating classified staff for exceptional performance cash awards as outlined in this plan.

**Qualifying for the Performance-based Award:** When an educator has completed all critical elements of his or her plan, he or she must complete the form found in enclosure 3 (Educator's Report of Achievement). This form documents completion of the educator's plan. The educator must attach supporting documentation showing the student learning gains, excellence in teaching practices, and parental involvement and support. This form with attached documentation must be received no later than May 1, 2008, in order to qualify for the cash award.

**Point of Contact for this Plan:** The Human Resources Director will be the point of contact for this plan. His information is

Kit Mantz  
Human Resources Director  
200 North Main  
Blanding, Utah 84511

Phone: (435) 678-1270  
Fax: (435) 678-1829  
Email: [amantz@sanjuanschools.org](mailto:amantz@sanjuanschools.org)

### **Enclosures**

- 1 – Timeline
- 2 – Educator One-time Performance-based Compensation Program Proposal Form
- 3 – Educator One-time Performance-based Compensation Program Achievement Report Form
- 4 – Formula for determining cash award amounts

## Enclosure 1 (Timeline)

### Timeline for the Performance Based Compensation Program Requirements:

<u>Item</u>	<u>Date</u>	<u>Requirement</u>
1	June 30 <sup>th</sup>	Plan submitted to Utah State Office of Education.
2	August 1 <sup>st</sup>	Plan sent by USOE to the Education Interim Committee for review.
3	August 11 <sup>th</sup>	Educators and principals are notified of this plan and provided the criteria and form needed to develop their plans. The district organizes an approval committee that includes educator, classified, school, parent, and administrator representatives to review and approve educator plans.
4	Sept. 1 <sup>st</sup>	Educator plans are due to the HR Director for consideration and approval. Plans that are not immediately approved will be sent back for clarification (Use form found in enclosure 2).
5	October 1 <sup>st</sup>	The district committee notifies educators and principals if their plans are approved.
6	October – April	Educators work towards performance objectives. Classified staff are nominated and approved as exceptional support criteria are identified and recognized. For classified staff, cash awards will be given within 30 days of nomination.
7	December 1 <sup>st</sup>	Distribution of funds to the district for cash awards.
8	May 1 <sup>st</sup>	Educators submit evidence of reaching student learning objectives (Use form in enclosure 3).
9	May 22 <sup>nd</sup>	Cash awards will be given to educators who met their plans objectives.

A map of southeastern Arizona showing the locations of study sites. The sites are marked with dots and labeled: LuOol, Monticelli, Blanding, Montezuma, Bluff, Mexican Hat, Halls Crossing, and Navajo Mountain. A scale bar at the bottom indicates distances from 0 to 100 miles.

## Class

Date Signed

Enclosure 3 (Educator's Report of Achievement)



**San Juan School District**  
**Educator One-Time Performance-Based  
Compensation Program Achievement Report**



\_\_\_\_\_  
Educator

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Class

**What Student Learning Gains did I achieve? (Attach documentation)**

**How did I demonstrate Excellent Teaching Practice?  
(Attach Observation and Principal's Report)**

**Date of Observation:** \_\_\_\_\_

**My results of Parental Involvement are: (Attach documentation)**

**Date of Parental Survey:** \_\_\_\_\_ **Parent Contacts:** \_\_\_\_\_

**I completed my plan on:** \_\_\_\_\_  
Date Educator's Signature Date

**Committee Approval of Cash Award:** This award is approved/disapproved.

\_\_\_\_\_  
Committee Chairman's Signature

\_\_\_\_\_  
Date Signed

**Enclosure 4 (District Formula)**

Per Pupil	Enrollment	Total	Percentage for Licensed	Percentage for Classified	Dollar Amount for Licensed	Dollar Amount for Classified
\$ 6.33	2844	\$103,322.52	80%	20%	\$ 82,658.02	\$ 20,664.50

Licensed	Classified	Dollar Per Licensed	Dollar Per Classified	25% Licensed - # for Cash Award	25% Classified - # for Cash Award	25% Licensed Cash Award	25% Licensed Cash Award
220	258	\$ 375.72	\$ 80.09	55	64.5	\$ 1,502.87	\$ 320.38